



## **SOP: Q-008 - Quality Control Points for Packaging, Shipping & Receiving**

SOP No.: Q-008

Version: 1.0

Effective Date: 9-9-25

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Approved by: [Approver Name/Title]

Revision Date: [Insert Date]

- 1. Purpose:** This SOP outlines the Quality Control Points (QCP) created in Odoo that ensure we QC our receipts, shipments, and packaging before use and/or distribution.
- 2. Scope:** To record the origin/scope of QCPs recorded in Odoo company-wide. QCPs, when triggered, create Quality Check Points for the determined criteria outlined in each QCP created.

### **QCP00031 – Upload Picture of Products Received**

| <b>Product Category</b>  | <b>Frequency</b>                              | <b>Assigned To</b>              |
|--|---|---------------------------------|
| <b>L:abels and Packaging<br/>Customer Warehoused Packaging</b> | Upon Receipt of Order<br>(Operation: Receive) | Shipping & Receiving<br>Manager |

### **QCP00032 – Upload Picture of Products Being Shipped**

| <b>Product Category</b>  | <b>Frequency</b>                              | <b>Assigned To</b>              |
|--|---|---------------------------------|
| <b>L:abels and Packaging<br/>Customer Warehoused Packaging</b> | Upon Receipt of Order<br>(Operation: Receive) | Shipping & Receiving<br>Manager |

### **QCP00033 – Count, Confirm, and Inspect Labels and Packaging**

| <b>Product Category</b>  | <b>Frequency</b>                              | <b>Assigned To</b> |
|--|---|--------------------|
| <b>L:abels and Packaging<br/>Customer Warehoused Packaging</b> | Upon Receipt of Order<br>(Operation: Receive) | Inventory Manager  |